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Plans and Programs Staff

(Information and Management Support Staff (IMSS))

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1. The Information and Management Support Staff has continued to serve as the focal point in the development of a major OL initiative--the creation of a Logistics Integrated Management System (LIMS)--an automated system that will efficiently serve OL's support mission of acquiring materiel and services for the entire Agency. The LIMS accomplishments during FY 83 include: preparation of the Request for Proposal, review of competitive bids and the selection of [ ] as the LIMS development contractor for this multi-million dollar effort; review of all Logistics Instructions and Supply Instructions incorporating them into LIMS requirements as appropriate; numerous reviews and refinements leading to the completion of the 1,700-page LIMS Detailed System Requirements Document; a formal review of system requirements was conducted by the development contractor and work began on the System Definition Document. The development of LIMS has now passed from the system initiation phase to the definition phase during which [ ] will develop the preliminary design of the new system. The LIMS project is progressing smoothly and the caliber of personnel and quality of work demonstrated to date by [ ] gives every indication that LIMS will be successful in meeting the Office of Logistics stated objective of being more responsive to its customers' needs.
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2. IMSS, in addition to its active participation in the LIMS development project, prepared groundwork and plans for establishing a Data Administration Service (DAS) organization. The mission of the DAS function will be to bring the increasing plethora of OL automated data processing (ADP) applications within a formal organizational entity that: exploits computer technologies and capabilities on behalf of OL information management requirements, invokes quality assurance practices and principles, provides appropriate and timely training, and ensures the availability of ODP-furnished technical support. In addition, the DAS function will assist in the development of LIMS and facilitate its implementation. DAS will also provide a specialized career track for those OL personnel inclined towards the ADP discipline. The DAS concept was successfully developed and accepted by the close of FY 83.
3. The former Systems Analysis Branch, now a subset of DAS (Technical Group), provided significant technical support in developing and implementing the GAS Enhancements project--an Office of Finance initiative that required alterations to two OL automated systems. Working day and night, these ODP specialists achieved a 1 October deadline in bringing these enhancements successfully on-line. Late in FY 83, the senior ODP specialist assigned to this group undertook a feasibility study to determine the potential for using personal computers in the field to automate logistics records maintenance. This effort uncovered

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promising hardware and software for further experimentation and development.

Procurement Management Staff

1. The Prompt Payment Act of 1982, PL 97-177, has required significant changes in CIA contracting and payment procedures during the past fiscal year. During FY 1983, the procedures established noted sharp improvement in CIA management of payments to contractors.

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Supply Division

1. Supply Division personnel performed 2,800 days of TDY assistance to components outside the Office of Logistics. These TDYs were conducted both in CONUS and overseas, and were in direct logistical support of ongoing operations; receipt, inspection, and certification of ordnance

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materiel; inspection and inventory teams; assistance in training courses; and developing new capabilities for covert support. Many hours of overtime were worked by

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[redacted] personnel in the receipt, issue, packaging, and transportation of materiel in support of operations.

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3. The continuing high level of operational support for covert and paramilitary actions has placed ever-increasing demands upon [redacted]. In order to meet these requirements, programs have been undertaken to upgrade and rehabilitate the physical plants of these installations. At [redacted] the upgrade has included the complete renovation of the Administrative Headquarters building, renovation of existing quarters and construction of new quarters, upgrade of sewer and telephone lines, renovation of storage areas and installation of security

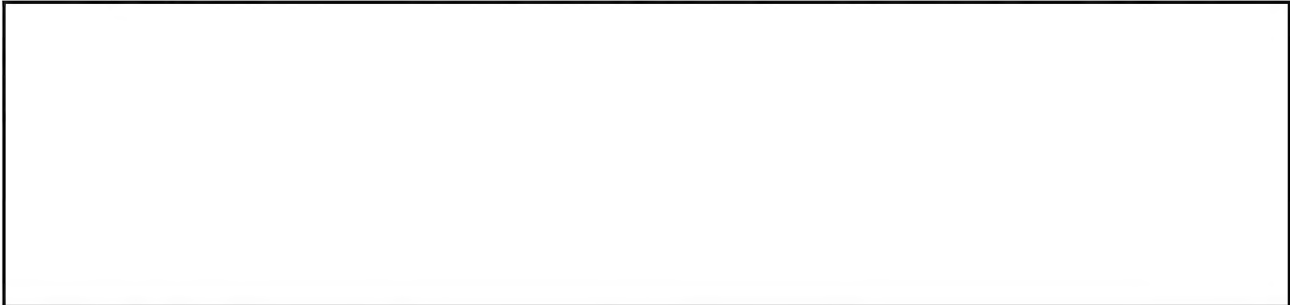
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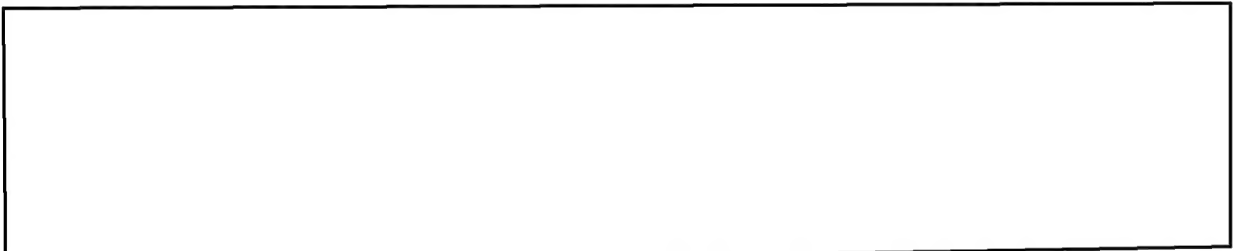
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25X1 devices, and upgrade of communications facilities. Upgrade  
at [ ] includes an extensive repaving project,  
upgrade of employee eating and recreation areas, and  
reconfiguration of work space.



Procurement Division

1. As a result of the systems analysis study of PD in late 1982, a decision was made to replace CPT and other outdated word processing equipment with two Wang Alliance systems. Installation of the Wang systems started in spring of 1983 and was over 90 percent complete by fall, 1983. Although we experienced considerable growing pains in the transition to this new automated equipment, it is now clear that this change has and will continue to increase the efficiency and productivity of the Procurement Division.
2. PD/ADP branch completed a major procurement of IBM hardware associated with the SAFE-CAMS and [ ] programs.



Other major actions on the ADP front include: the

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procurement of over 15 million dollars of Wang equipment in support of CRAFT and other Headquarters requirements, and the award of a major system development contract for the Logistics Information Management System (LIMS).

3. PD/P&SCB completed action to consolidate the Office of Personnel and the Career Training Task Force recruitment advertising requirements into one master contract. Procurements for the OC Recapitalization Program and increases in OTS production contracts represented major increases in the P&SCB workload.
4. Improved assignment of Procurement actions among PD branches resulted in better utilization of personnel and overall increases in productivity. Increased actions assigned to PD/SPS has allowed transfer of more complex actions from P&SCB to GPB, thereby increasing ability of P&SCB to handle R&D contracts from OC, OL, OS, DDO, and OMS.

#### Printing and Photography Division

1. P&PD continues to support the State Department litigation against Canada before the International Court of Justice by producing the Gulf of Maine Counter-Memorial. The Counter-Memorial consists of seven volumes which total approximately 1,500 pages of text, 200 tabs, and 150 multi-color maps and graphics. Also produced were 500 perfect bound and 50 case bound copies of each volume.

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2. Nineteen hundred and eighty-three was the fifth year that P&PD produced the Intelligence Community's Congressional Budget Justification Books (CBJBs). This year's volumes and annexes totaled 3,200 pages, a 12 percent increase over last year. A total of 1,700 volumes were produced.
3. P&PD responded to a 33 percent increase in intelligence production in 1983. The 1982 increase of 25 percent was largely due to increased National Intelligence Estimate (NIE) activities. However, the 1983 increase is the result of overall increased intelligence production, especially in the area of multi-color maps, charts, and graphics.
4. P&PD, in conjunction with the Office of Central Reference, has converted the CIA/DDI's Biographic Program from typewritten reproduction to a high-quality typeset product. Data is captured from word processors via the P&PD ETECS Center for overnight processing. The current production is averaging 26 biographies each night.
5. P&PD responded to a 60 percent increase in production (resource hours used) in 1983 compared to 1982. Approximately half this increase was due to producing a larger number of unusual and more complex items (i.e., hard binding, difficult sizes, special papers, and color separations) while the other half was due to increased volume of production requested.
6. P&PD's Design and Presentation Center color slide production increased to 6,864 in 1983, compared to 4,920 produced in 1982. Additionally, 3,477 slides were produced for

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users of the Agency Disspla/Tellagraf graphics software system.

7. The production of color photography items (prints, slides, etc.) continues to increase. There was a 21 percent increase in 1983 compared to 1982. For the past two years (1982-83), there has been an overall color photography production increase of 43 percent.

Logistics Services Division

1. The following major moves were accomplished in FY 1983:

The Office of Data Processing from [ ] to the [ ] the National Intelligence Emergency Support Office from Headquarters Building [ ]; the Office of Equal Employment Opportunity from Chamber of Commerce Building to Ames Building; Commercial Systems and Audit Division, Office of Finance (OF), from Ames Building to [ ]; Audit and Certification Division, OF, from Key Building to [ ]

3. Without any increase in LSD personnel, the following services were initiated [ ]

[ ] established self-service supply rooms, set up classified trash storage areas and pickup schedules, developed and implemented shuttle service and mail and courier runs. (These services also to be rendered at [ ] effective 28 November 1983.)

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4. LSD developed and implemented procedures at [ ]  
[ ] to receive, assemble, and deliver furniture and furnishings to Agency buildings in the metropolitan area. This eliminated a two-step function wherein furniture would be delivered one day and assembled and placed in offices at a later date.
5. An automated system was developed to track stock levels, requisitions, and back orders for expendable supplies in the Building Services Branch, LSD/OL. This is being used to establish new stock levels and follow up on replenishment requisitions.
6. Options for space moves in the Metropolitan Washington Area were developed, presented to senior Agency management, and approved. As a result of this effort, which is ongoing, over 200,000 square feet of space in Headquarters Building and 70,000 square feet in other Agency buildings will be redesigned and renovated. This will involve over 45 separate moves during the next 12 to 18 months. As a result, Agency personnel increases will be accommodated in existing space where possible.
7. The feasibility of installing automated gas pumps at the Motor Pool Garage was investigated and found to be cost-effective, and a decision was made to go ahead with this project. The automated gas pumps are due for installation in December 1983. In addition to yearly savings of \$5,720 after amortization of the cost of the pumps and installation charges, more accurate recordkeeping, time saved by

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users not having to log the amount of gas pumped, and facilitation of retrieval of statistics for reporting purposes are intangible benefits ascribed to this new system.

8. The Mail and Courier Branch purchased totally electronic postal equipment, including a mailing machine and scale. The sorting equipment was updated with the construction and installation of wood sorting bins in both the Postal Section and Central Mailroom.

Real Estate and Construction Division

1. Established a private contractor mobile design and construction team to implement the CRAFT installation program for [REDACTED].
2. Established a fifteen-man supplemental private contractor resource vehicle to accomplish the following:
  - a. Implement Headquarters Building Speedwire Terminal and Word Processor Systems Installation Program.
  - b. Implement MWA External Buildings Speedwire Terminal and Word Processor Systems Installation Program.
  - c. Implement quick reactive and preactive response to HVAC and power requirements in Headquarters and MWA facilities.
  - d. Implement design for [REDACTED] and resulting backfill space in Headquarters and external buildings.
  - e. Provide quick-reaction technical and engineering support to domestic field and foreign field engineering projects.

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f. Established special contract arrangement with

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[redacted] to hire prospective Agency staff employees, who are presently undergoing Agency employment processing, until they are hired by the Agency.

3. Arranged and successfully achieved sending the first student trainee (Coop. Student) in the history of the Agency on an overseas TDY.

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[redacted]

5. Continued construction of six-story addition to Building [redacted] resolved major structural problems, revised construction completion from January 1984 through October 1984 to March 1984 through October 1984. Structure and outer envelope essentially complete.

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[redacted]

7. Completed designs of building-wide Secure Voice Telephone Systems in Chamber of Commerce Building and 2430 E Street and awarded installation/construction contracts.

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10. Implemented the FY 1983 \$3,000,000 Utilities Reliability Capital Improvements Program at Headquarters Building.
11. Started construction, then stopped construction on Northside Utilities Distribution project, to allow for redesign of the project to relocate and enlarge the system to accommodate the proposed new Headquarters Building. Redesign is approximately 70 percent complete and construction will soon occur to meet March 1984 target completion date.
12. Conducted analytical studies and coordination with GSA to achieve improved power plant systems reliability as follows:
  - a. Contracted for the preparation of the Power Plant Reliability Study.
  - b. Completed the study and requested GSA transfer operation of Power Plant to the Agency.
  - c. Awaiting GSA position and response.

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